



Channahon Fire Protection District

Part-Time Fire and Life Safety Inspector

Position Features:

The fundamental reason this classification exists is plan, organize and deliver a variety of fire prevention programs and activities for Channahon Fire Protection District. Work involves planning; organizing and coordinating areas of fire protection plan review for new construction; inspection of existing properties for code compliance; development of ordinances, interpretations, and regulations for the Fire Prevention Division. Responsibilities include serving as the program manager for code development, including providing technical advice to the Fire Chief, and Village of Channahon's Code Enforcement Office relating to Fire Code interpretations, overseeing code revisions and the development of new code language, and providing technical advice to the Boards of Trustees and Village Council appeals board. Work is performed under the general direction of the Fire Chief.

Full job description is attached

Experience

- Minimum of three (3) years of progressively responsible experience in a fire department in fire prevention programs and activities.

Minimum Qualifications

- Illinois Certified Basic Fire Prevention Officer
- NFPA Certified Fire Inspector

Preferred Qualifications

- Certified Fire Protection Specialist by the National Fire Protection Association
- Certified Fire Plan Examiner by the National Fire Protection Association

Hours of Work

- 30 hours weekly

Salary

- \$26.50/hour

Completed applications along with resume and cover letter shall be postmarked or hand delivered no later than January 31, 2023, at 3:00 PM.

Please send or hand deliver applications to:

Channahon Fire Protection District
24929 S. Center Street
Channahon, Illinois 60410
ATTN: Fire Inspector Application

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job-related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially and will be used only to help assure the best use of your abilities if you are employed with us.

3.10 PART-TIME FIRE INSPECTOR

Job Title: Part-Time Fire Inspector

Job Code: 04-43

FLSA Status: Exempt – Hourly

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is plan, organize and deliver a variety of fire prevention programs and activities for Channahon Fire Protection District. Work involves planning; organizing, and coordinating areas of fire protection plan review for new construction; inspection of existing properties for code compliance; development of ordinances, interpretations, and regulations for the Fire Prevention Division. Responsibilities include serving as the program manager for ordinance development, including providing technical advice to the Fire Chief, and Village's Code Enforcement Office relating to Fire Code interpretations, overseeing code revisions and the development of new code language, and providing technical advice to the Boards of Trustees and Village Council appeals board. Work is performed under the general direction of the Fire Chief with performance evaluated on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Identifies fire prevention issues affecting new business development, devises solutions, and produces appropriate policies and procedures;
- Plan review services and field inspections for fire protection equipment installations, code-required safety equipment, and hazardous materials installations and processes;
- Writes or oversees the development of new Fire Code language, code policies, regulations, and ordinances as well as interpretations to clarify Fire Code requirements;
- Provides technical assistance to the Fire Chief for various requests regarding fire prevention and code enforcement;
- Provides technical expertise to Appeals Board;
- Maintain occupancy files and state reports,
- Interpretation of fire reports to review events or trends and coordinate with the Life Safety Educator and Chief Administration to resolve or prevent issues.
- Assists villages in issuing permits, administering written exams for contractors, and providing staff support to various boards;
- Demonstrates continuous effort to improve inspections, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Required Knowledge, Skills and Abilities:

Knowledge and skills of:

- The International Fire Code, National Fire Code, respective Village and Fire Districts Fire Prevention Code, related laws and ordinances.
- Fire prevention practices.
- Legislation affecting fire code and fire prevention activities.
- Plan review and field inspection practices and principles.
- Training techniques and methods;
- Principles of Illinois Fire District Administration;
- Good physical condition – subject to medical evaluation.

Ability to:

- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with other Village and Fire District employees, outside agencies and jurisdictions, and the public.
- Communicate orally with customers, colleagues, or the public in face-to-face, one-on-one settings; in group settings; or using a telephone.
- Observe or monitor objects to determine compliance with prescribed operating or safety standards.
- Review or check the work products of others for conformance with standards.
- Learn job-related material through oral instruction and observation and through structured lecture and reading.
- Comprehend and make inferences from written material.
- Gather pertinent facts, make thorough analyses, and arrive at sound conclusions.
- Enter data or information into a terminal, PC, or other keyboard device.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Position may require the performance of other essential and marginal functions depending upon work location, assignment or shift.
- Position may require the use of personal or Fire District vehicles on Fire District business. Individuals must be physically capable of operating the vehicles safely, possess a valid Illinois Driver's license and have an acceptable driving record.